



## Student Induction Policy

<b>Related documents include:</b>
<ul style="list-style-type: none"><li>• Student Handbook</li><li>• Students Induction PowerPoint presentation</li><li>• Student Induction Checklist</li><li>• Student induction follow up Checklist</li></ul>
<b>Legal Status:</b>
<b>Monitoring and Review</b>
<ul style="list-style-type: none"><li>• This policy will be subject to continuous monitoring, refinement and audit by the Principal</li><li>• The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.</li></ul>
<ul style="list-style-type: none"><li>• The next official date for review is <b>July 2020</b></li></ul>

### Introduction

At Abbey College in Malvern student inductions vary depending on:

- When the student arrives at the College
- What course they are doing
- The length of their course

### Student inductions

Induction will take place for all new students in the first 2 days after their arrival. Where the student arrives at the weekend some activities may take place on the first two days of the next week. The schedule for the induction is given to the students during the registration process.

A typical induction at this time of year would include the following:

- Assembly bringing all student together
- English and maths placement tests in the library
- Some students may also complete Science tests dependent on their course.
- A school bag issued containing all materials required for the academic course
- A campus tour for the new students
- Paired up with a buddy
- Academic interview with the Principal or Vice Principal during which they receive:
  - A timetable

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- the Student Handbook
- A student planner
- A school tie
- A school badge
- Induction
  - Presentation on the Abbey College rules and regulations (academic)
  - Abbey College rules and regulations (residential)
  - Fire, house and site safety
  - Security around the college and in the boarding houses (including information on the CCTV system, safes and key codes)
  - Uniform
  - The support system in place from the welfare team and the Personal Tutor system
  - Student Voice within the college and how they can contribute
  - Student Voice and Excursion Calendar, and weekly activity schedule
  - Students choose their after school activities
  - Rules regarding students leaving the college
  - Who to talk to if they have a problem
  - The form is completed for the Abbey College ID card
- School tour
- A tour of the local town and useful amenities

The students' understanding of the college rules and procedures is tested by asking the students to work together to answer a set number of questions using the student handbook as a guide, This also gives the students a further opportunity to mix with other students and make friends.

Existing students at the college follow a similar schedule and play a role in the tours and meetings.

All students will follow the academic schedule as soon as possible after completion of the activities above.

For students who arrive without uniform, arrangements will be made to buy the required items.

## **Student English all year (EAY) Students, individual short course students and students who arrive late for an academic course**

EAY students arrive at the college throughout the year and their courses range in length from two weeks to one term. These students always arrive and leave the college on a Sunday. We also have some students who may arrive late for an academic course during to visa delays/complications.

The following activities will take place during the weekend and the first academic day.

- Registration with Welfare
- Receive a schedule for the first 2 days shown to their room
- Introduction to their house parent
- Paired with a 'buddy', this is arranged by the Head of Boarding.
- The 'buddy' gives the new student a tour of the college, takes them to dinner in the evening and introduces them to other students at the college. They also ensure that the student goes to breakfast the following morning and makes it to assembly on time.
- After the assembly, the DOS (EFL) takes them to the library to complete their English test.
- Induction
  - Presentation on the Abbey College rules and regulations (academic)
  - Abbey College rules and regulations (residential)
  - Fire, house and site safety
  - Security around the college and in the boarding houses (including information on the CCTV system, safes and key codes)

- Uniform
- The support system in place from the welfare team and the Personal Tutor system
- Student Voice within the college and how they can contribute
- Student Voice and Excursion Calendar, and weekly activity schedule
- Students choose their after school activities
- Rules regarding students leaving the college
- Who to talk to if they have a problem
- The form is completed for the Abbey College ID card

To ensure all areas are covered the students are given a sheet which lists all the areas, this is ticked off as the staff cover the individual sections. A copy of this sheet is shown on the next page. At the end of the induction this is put in the student's file.

**Checking how well EAY Students, individual short course students and students who arrive late for an academic course have settled in**

In order to ensure they are settling in well, the DOS (EFL) will meet them during their first week of academic lessons to ensure they are happy with the academic programme, and the Head of Boarding will ensure they are happy with the residential side of the college. During this interview the follow up form is completed, this is then filed with the student's registration form.

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